

A Budget Narrative Justification should be in the following format:

1. PDF Format: If the Budget Narrative Justification contains tables in an excel format, ensure they are modified in a manner reflecting all data, showing all rows and columns appropriate.
2. A Summary Cover Sheet:
 - a. The cover sheet should briefly summarize the grant applicant's organization, any partnerships, the proposed grant project area, and should reference the timeline of the proposed grant project.
 - b. The cover sheet should contain a summary of categorical costs and totals.
 - c. The cover sheet should be signed and dated by the grant applicants.
 - d. **NOTE:** This signatory should be the same as the individual who would sign the grant contract, should it be awarded.
3. The pages succeeding the cover sheet should contain a listed description of costs:
 - a. Organize the budget justification categorizing items in the same order and format as the budget detail categories.
 - b. Only include items that fall within the categories and descriptions found on the application instructions.
 - c. The justification descriptions must match the budget submitted in the SmartSimple application.
 - d. Categories and items should contain explanations as to why they are essential to execute the proposed grant project. Be specific to the item and do not restate the grant proposal.
 - e. Where relevant, provide quotes and (sub)contracts for reference.

Contact the TNECD Broadband Grant Administration team with questions.